



UNITED STATES MARINE CORPS

U.S. MARINE FORCES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIRFORCE BASE, FLORIDA 33521-5101

MARCENTO 1320

G-1

JUL 06 2006

U.S. MARINE CORPS FORCES CENTRAL COMMAND ORDER 1320

From: Commander, U.S. Marine Corps Forces Central Command
To: Distribution List

Subj: SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E
(b) MCO P1700.24A

Encl: (1) Marine Corps Personnel Sponsorship Assignment Letter
(2) Sponsorship Program Request
(3) Marine Forces Central Command Welcome Aboard Letter
(4) Sponsorship Duty Requirements
(5) Family Registration Form
(6) Sponsorship Questionnaire

1. Situation. To establish procedures for Headquarters U.S. Marine Forces Central Command (MARCENT) Command Sponsorship Program as mandated by reference (a).

2. Mission

a. Transferring Personnel

(1) The Sponsorship Program is designated to provide assistance for transferring personnel before detachment, during transit, and after arrival at their new permanent duty station. Because of the benefit it provides, personnel in the grades of E-1 through E-6, WO-1 and CWO-2, O-1 through O-3, and all overseas accompanied personnel will be assigned a sponsor. All other personnel will be assigned a sponsor upon request.

(2) Personnel assigned to overseas unaccompanied tours will be given the opportunity to register their family members with the appropriate Regional Family Service Center (FSC).

b. Inbound Personnel

(1) Personnel assigned as a sponsor will provide information and relocation assistance to personnel enroute to HQ, U.S. MARCENT for duty. They assume the essential responsibilities for coordination with the appropriate Base Service Facilities, for communicating with inbound Marines and responding to their questions, requests, and for escorting new arrivals through the check-in process. Additional specific responsibilities may also be assigned. Sponsors should be volunteers and hold the same grades and marital status as the Marines being sponsored. However, the organization of the sponsor may not coincide with the ultimate assignment of the inbound Marine.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Establish a unit personnel sponsorship program to include a designated unit sponsorship coordinator.

(2) Stress the importance of sponsorship and monitor the activities of the unit sponsorship coordinator and unit sponsors. Provide assistance as required.

(3) Ensure review of all completed personnel sponsorship program evaluations and maintain copies of evaluations on file as part of the command inspection program. Ensure original evaluations are forwarded to the G-1.

(4) Utilize the Relocation Assistance Program (RAP) within the FSC to the fullest extent. References (a) and (b) outline the various relocation services available through the FSC.

4. Administration and Logistics

a. Consolidated Personnel Administration Center

(1) The Consolidated Personnel Administration Center, upon receipt of our notification of PCS orders for personnel assigned to HQ, MARCENT, will provide Form 1320/9 (EF), Sponsorship Request with the advance copy of PCS orders to the unit sponsorship coordinator. Form 1320/10 (EF), Family Registration will be provided to married personnel in receipt of unaccompanied orders will provided upon request.

b. Adjutant

(1) Upon receipt of advance copy of PCS orders from the Personnel Officer, ensure the transferring service member receives an exploratory cover letter. This cover letter is derived from reference (a) and should always accompany/reinforce a brief oral explanation of the program's benefits by a knowledgeable SNCO or officer at the reporting unit or organizational level.

(2) Provide the service member with the administrative support to ensure the Form 1320/9 (EF) is mailed/forwarded to the gaining command in an expeditious and timely manner; and/or ensure the Form 1320/10 (EF) (for unaccompanied assignments) is forwarded to the regional FSC if the service member's family will relocate to a geographical location distant from a Marine Corps installation.

(3) Establish follow-up procedures to ensure service members have been assigned a sponsor by the gaining command no later than 60 days before transfer.

(4) Direct each Marine to report to the Sponsor Program Coordinator upon receipt of an advance copy of PCS orders, to obtain current (Standard Installation Topic Exchange Service) information on the gaining location and to attend a mandatory relocation workshop.

c. Sponsorship Program Coordinator

(1) Maintain current SITES information and a copy of the current "Welcome Aboard" Package from each major Marine Corps Command for review by service members departing from HQ, MARCENT under PCS orders.

(2) Provide training on the PCS process for both CONUS and OCONUS moves and assistance and information on all aspects of the relocation process.

d. Inbound

(1) G-1

(a) Identify and determine tentative organizational assignments for all inbound officers in the grade WO-1 or CWO-2, O-1 through O-3, or upon receipt of a sponsorship request from an inbound officer. Coordinate assignment of sponsor with the probable future CO or Program Coordinator.

(b) Identify and determine tentative organizational assignments for all inbound enlisted service members in the grades of E-1 through E-6 and upon receipt of a sponsorship request form from an inbound enlisted service member E-7 and above. Coordinate request for assignment of a sponsor with the probable future unit's sponsorship coordinator.

(c) After a sponsor is identified, prepare and mail a Command Welcome Letter to the inbound Marine. This letter will contain the sponsor's name and an invitation to the inbound Marine to correspond with the Command or directly with the sponsor.

(d) Seek volunteer Marines to act as sponsors. Ensure a sponsor is matched as closely as possible with the inbound service and family members. Marital status, family composition, pay grade and MOS should be considered when selection and assignments are made. Provide a Sample Letter of Introduction from Sponsor to assign sponsors.

(e) Assigned sponsors and inbound personnel are provided adequate time for the sponsor to familiarize the inbound personnel with the Base and surrounding area. Ensure sponsors are available for approximately 30 days on either side of the arrival of the inbound Marine.

(f) Ensure assigned sponsors are properly trained. The FSC relocation program will provide sponsorship training to individuals or units upon request.

(g) Establish command/unit check-in procedures which ensure all incoming personnel check-in with the installation FSC Relocation Office and attend a mandatory Welcome Aboard/Newcomer's Orientation brief.

(h) Assist commanding officer and sponsors as requested.

(i) Provide sponsorship training to unit, sponsorship coordinators and sponsors as requested.


(j) Conduct Welcome Aboard/Newcomers Orientation briefings.

(k) Coordinate receipt of sponsorship evaluations with the CO's or sponsorship coordinator. Present summarized report of evaluations to the Assistance Coordinating Committee. Identify trends and propose recommendations for sponsorship program improvement as appropriate.

5. Command and Signal

MARCENTO 1320

- a. Command. This order is effective the date signed.
- b. Signal. This Order is applicable to all Marines and Navy Personnel assigned to U.S. MARCENT.



GARY S. SUPNICK
Chief of Staff

DISTRIBUTION: A

SPONSORSHIP ASSIGNMENT LETTER

From: Commander, U.S. Marine Corps Forces Central Command
To: (Sponsor)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11E
(b) MARCENTO 1320

1. You have been selected to sponsor the following inbound Marine who will be reporting to (command/unit.) References (a) and (b) provide guidance for this assignment.

Name:
Unit:
Mailing Address:

2. Designation as a sponsor is considered an honor, and as a sponsor you provide that initial important contact between the inbound Marine, the family, the new home, and/or the new duty station. Easing the transition to a new assignment makes your role all the more critical. You will provide the Marine with the first impression of our unit and installation. This initial impression is crucial to the Marine's long-term attitude and performance.

3. Within 1 week of receipt of this letter, you are directed to write a letter of introduction. Include a Personal Data Sheet and a government return envelope addressed to (G-1, admin, personnel.)

4. Please contact the Family Service Center regarding relocation services or resources that are available.

5. I urge you to express a genuine interest in the Marine's needs until the Marine settles into our unit and area. If you need assistance with your sponsorship duties or have any questions, please contact (enter name and phone number of person(s) to be contacted within the command and/or the FSC.)

D. W. MCSPADDEN
By direction

SPONSORSHIP PROGRAM REQUEST

1320
G-1

From: Commander, U.S. Marine Corps Forces Central Command
To: _____

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E

1. The Marine Corps Personnel Sponsorship Program has one purpose; to assist transferring Marines and their families. The command to which you are being transferred is ready to receive you, and help you overcome any difficulties you may encounter at your new location.

2. If you are being transferred overseas on an accompanied tour, you will have a need for assistance from your new command to prepare for the relocation and to overcome any unanticipated problems upon arrival. Therefore, in accordance with the reference, your participation is required.

3. If you are transferring within the United States, or on an unaccompanied overseas tour, participation in the sponsorship program is voluntary. However, you are encouraged to take advantage of the assistance available to help ease the transition to your next assignment.

4. If you are being transferred to an unaccompanied tour and your dependents will be relocating to a residence geographically isolated from a Marine Corps installation, you may register them with a regional Family Service Center. By using the toll-free information/referral telephone lines, your family can receive timely advice, guidance, and assistance during the period you are away. If residing east of the Mississippi River, except in the state of Wisconsin, call 800-336-4663 (Virginia residents may call collect at (703) 640-2650). If residing west of the Mississippi River, including the state of Wisconsin, call 800-854-2131 (California residents may call collect at (619) 725-5361).

5. If you intend to participate in the sponsorship program, either on a voluntary or required basis, you are requested to provide the following information and return it to HQ, MARCENT. This information will be forwarded to your new duty station and/or Regional Family Service Center, as appropriate. Shortly after it is received, an informational letter will be returned. If you have requested a sponsor, the letter will contain information concerning the station and surrounding civilian area, as well as the name and address of your sponsor. You are encouraged to communicate directly with your sponsor.

a. Current mailing address:

b. Desired detachment date:

c. Leave address and phone number:

d. Number of days leave requested:

ENCLOSURE (2)

e. Marital Status:_____Number of dependents:_____

f. Next of kin's name, relationship, address and phone
number:_____

g. Mode of travel:

h. Home of Record:

i. If you desire government quarters at your next command forward a DD Form 1746 (application for assignment to military family housing), to your new duty station. DD Form 1746 can be obtained at the housing office.

j. Any other information desired:

D. W. MCSPADDEN
By direction



UNITED STATES MARINE CORPS

U.S. MARINE FORCES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

IN REPLY REFER TO:
1700
ADJ

From: Commander, U.S. Marine Corps Forces Central Command
To: Lance Corporal I. M. Marine 000 00 0000/0000 USMC

Subj: WELCOME ABOARD

1. We have received notification of your orders to U.S. Marine Corps Forces Central Command, MacDill Air Force Base, Florida. I wish to take this opportunity to welcome you aboard. Your sponsor is "RANK NAME", phone number (813) 827-xxx. He can be reached at the following address: "ADDRESS OF SPONSOR". Your new unit address will be: COMUSMARCENT, 7115 South Boundary Blvd, MacDill AFB, FL 33621-5101.
2. It is requested that you immediately inform this command and your sponsor of any changes to your orders or leave address.
3. The housing office can assist in locating quarters with their housing referral service, and are available to assist you in any problems that may arise with your rental contract.
4. If you encounter any problems while on delay, please call us at (813) 827-7056 during working hours of 0730 - 1630 Monday through Friday.
5. The enclosed "Welcome Aboard" package should provide answers to your most immediate questions. Your sponsor can answer those questions not covered in the package.
6. Marines are required to check-in wearing the Service Alpha uniform. The availability to purchase Marines items at MacDill AFB is limited.
7. I think your assignment to MacDill AFB will be most memorable. We here at MARCENT have found that detailed prior correspondence with inbound Marines via their sponsors has made early transitions more enjoyable for all. This command insists upon taking care of our own, starting the day you arrive. I look forward to meeting you and I'm confident that you will arrive healthy, enthusiastic, and excited about your new job. Welcome aboard and Semper Fidelis.

D. W. MCSPADDEN
By direction

Copy to:
Sponsor

ENCLOSURE (3)

SPONSORSHIP DUTY REQUIREMENTS

MEMORANDUM

From: Commander, U.S. Marine Corps Forces Central Command
To: Sponsor

Subj: SPONSORSHIP DUTY REQUIREMENTS/INFORMATION

1. Upon receipt of information of inbound Marines for assignment to MacDill AFB, sponsors are determined by the section. A copy of the information received is given to the sponsor in order for him/her to write to the inbound Marine.

2. It is imperative that any and all questions concerning sponsorship duty be presented to the MARCENT Admin chief, to better serve the inbound Marine being sponsored. Below are some important topics that effect each Marine assigned to MacDill AFB, and all sponsors should be aware of prior to the inbound Marine arriving:

a. Upon being assigned as a sponsor, correspond with the inbound Marine and introduce yourself as his or her sponsor. Determine any specific questions that he or she may have. Forward a Welcome Aboard Package with your letter. Welcome Aboard Packages can be obtained from each joint command admin offices.

b. Determine the exact date the Marine will be departing their prior duty station, and make necessary hotel arrangement for inbound Marines. This should be done well in advance of arrival due to limited availability, especially in the summer months.

c. Escort the Marine to the CPAC for in-processing in the appropriate uniform.

3. Point of contact for Welcome Aboard information is SSgt P. J. DeGroot, (813) 827-7051.

D. W. MCSPADDEN
By direction

ENCLOSURE (4)

FAMILY REGISTRATION FORM

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

1. _____
(GRADE) (NAME) (SSN) (MOS) (inbound to MCC)
2. Current mailing address: _____

3. Estimated detachment date and leave address: _____

4. Estimated date of arrival at new duty station: _____
Family to fill out and mail to the appropriate Regional Family Service Center when settled.
5. Names of your family members and relationship: _____

6. Address where family will reside and telephone number: _____

7. If you do not know the new address, leave this form with your family to fill out and mail to the appropriate Regional Family Service Center when settled.
8. If residing east of the Mississippi River, except in the state of Wisconsin, mail the form to: Commanding General (Attn: Family Service Center), MCCDC, Quantico, VA 22134-5001. The telephone number is: 800-336-4663 (VA residents call collect to 703-784-2650.)
9. If residing west of the Mississippi River, including the state of Wisconsin, mail the form to: Commanding General (Attn: Family Service Center), Marine Corps Base, Camp Pendleton, CA 92055-5001. The telephone number is: 800-253-1624 (California residents call collect to 619-725-5631.)

SPONSORSHIP QUESTIONNAIRE

The purpose of this questionnaire is to ensure the Sponsorship Program is helping our Marines (and their families). Your input will help our command improve this program in areas that are deficient. Please return this form to your command no later than five working days after your arrival.

1. Did your sponsor contact you? YES NO

2. If contacted, was the contact by mail or phone?

PHONE MAIL BOTH

3. Was your sponsor helpful? YES NO

4. If the sponsor was not helpful, what areas could be improved?

5. Did your sponsor assist you in your initial check-in?

YES NO

6. Did your sponsor orient you to the entire base?

YES NO

7. Please make recommendations for improvements of this program or any comments you may desire below: (Please use reverse for additional comments.)